USER GUIDE

ThreatScreen

Victim Screening for Chemical, Biological, and Nuclear Threats

ʳrealinterface ESP™

Realinterface develops and markets applications for First Respond-
ers and Clinical Trial Managers using its patent-pending Expert
Systems Platform (ESP)™. ESP enables mobile and stationary users
to quickly and accurately navigate through extensive data libraries
to perform diagnostics and obtain meaningful information.

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ThreatScreen

● Contents

1 Using ThreatScreen on the Palm

Tip: After installation you have to sync twice, once to install the application and a second time to synchronize the data.

How to Launch Threat Screen

1 After you have completed the installation instructions, turn the palm on and tap the ThreatScreen Icon. (Fig.1)
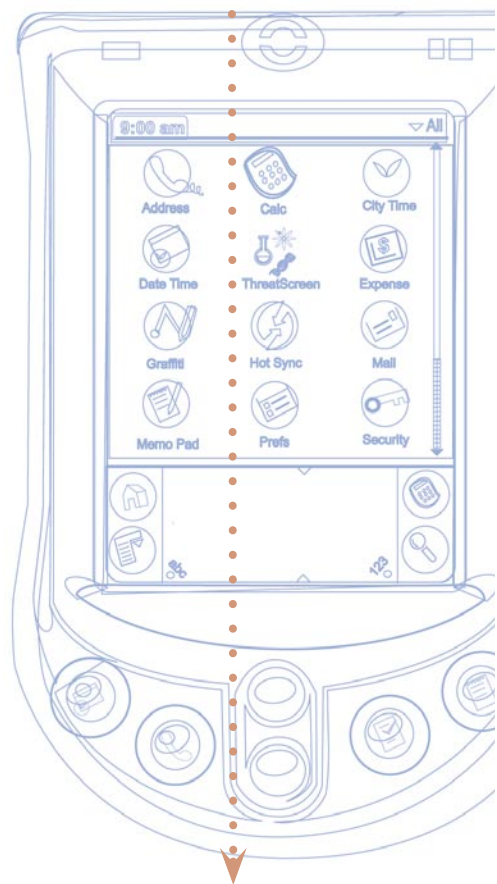
2 You will now see the Threat Screen splash screen. The splash screen will stay open for a few seconds. (Fig.2) You can bypass the splash screen by tapping it.

Fig.1 The ThreatScreen icon appears in your main menu

Fig.2 The ThreatScreen splash screen appears as the application loads

Library Selection

At this point in the application you will be asked which library you want to use. The libraries displayed in the list are dependent on your organization's function (emergency medical services or emergency room personnel).

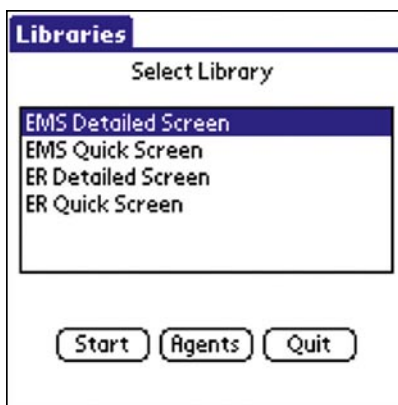To use a library, highlight the library and then click "Start" (Fig.3).

Libraries — Select Library

- EMS Detailed Screen
- EMS Quick Screen
- ER Detailed Screen
- ER Quick Screen

[Start] [Agents] [Quit]

Fig.3 The Library Selection Page

Library Selection Page	
Buttons	Action
Start	Begins screening using the highlighted Library
Agents	Lists all the agents
Quit	Returns to handheld home

Using a Library

After selecting a library, the palm walks you through a series of questions that determine the possibility of exposure to a threat.

At any point in time you can open a new library by clicking the "Library" button in the top right hand corner of the screen (Fig.4). You can also open a new library by selecting "Library" from the "Options" menu.

Each screen contains a question and a list of selectable answers, as well as three action buttons; "Prev" (previous), "Next", and "Home" (Figs. 4&5).

Library Screening Pages	
Buttons	Action
Prev	Displays the previous question
Next	Accepts the answer and takes you to the next question in the decision tree based upon the given answer.
Home	Returns you to the first question in the library.

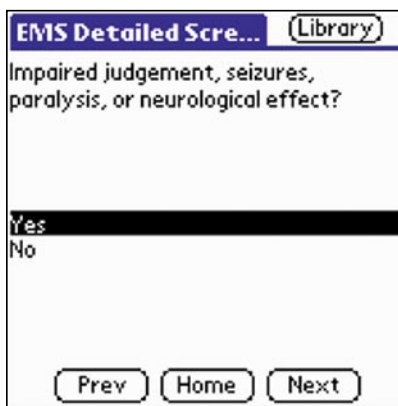*Below, examples of a yes/no question and a question with a list of answers.*

EMS Detailed Scre... (Library)

Impaired judgement, seizures, paralysis, or neurological effect?

Yes
No

[Prev] [Home] [Next]

Fig. 4 Screening questions

ThreatScreen (Library)

EMS Detailed Screen

Respiratory effects?

Yes
No

[Prev] [Home] [Next]

Fig. 5 Screening questions

Screening Results

Your answers to the questions will result in one of two outcomes: no match, or a list of possible agents.

If your answers result in possible agent matches, you will see the MATCHING AGENTS screen. Figure 6 shows one result, there may be multiple agents that match a set of symptoms.

If your answers result in no matches, you will see the NO MATCH screen (Fig.7).
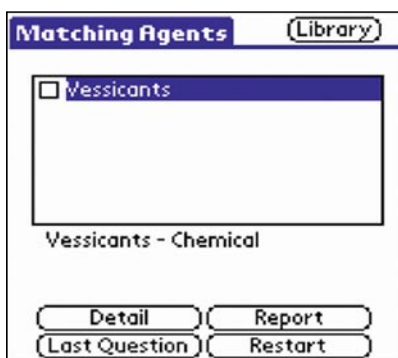
Fig. 6 Screening results in a list of agents

Fig. 7 Screening results do not match the symptoms of any agnet

Matching Agents Page	
Buttons	Action
Detail	Displays the details of the highlighted agents.
Report	Displays the Victim Reporting Screen
Restart	Restarts the question series.
Last Question	Returns to last question

No Matching Agents Page	
Buttons	Action
Change Answer	Returns to the last question.
Change Library	Returns to the Library Selection Screen.
Restart Series	Returns to the first question in the Library.
Enter Report	Displays the Victim Reporting Screen
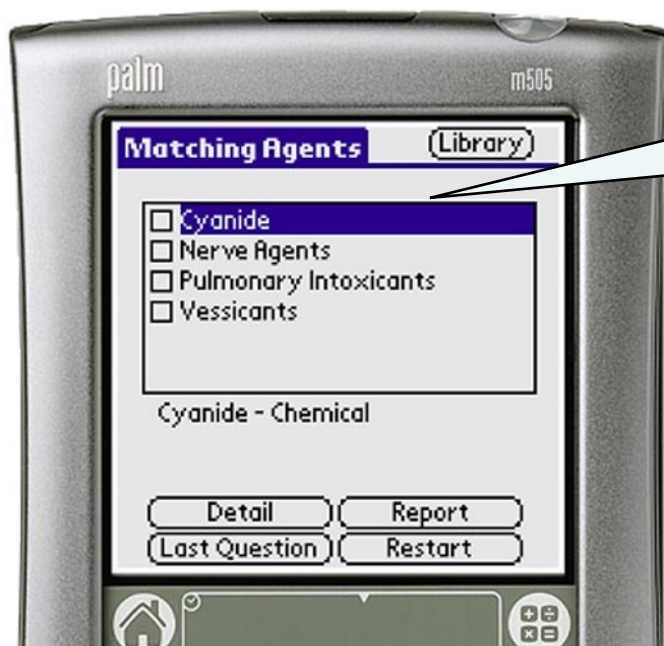
Sometimes a screen can result in more than one possible agent. In the event of multilple matches you may view agent details by highlighting an agent and clicking "Detail". When you have reviewed the details, select the most likely agent(s) by clicking the corresponding checkbox. Then click "Report" to input victim details.

Agent Details

Once you have identified a possible agent, you can get more information about that agent by highlighting the agent (if there is more than one match) and clicking the "Detail" button.

Once in the detail view you can click the down arrow to see all the categories of information.

Selecting a category displays that information about the agent.

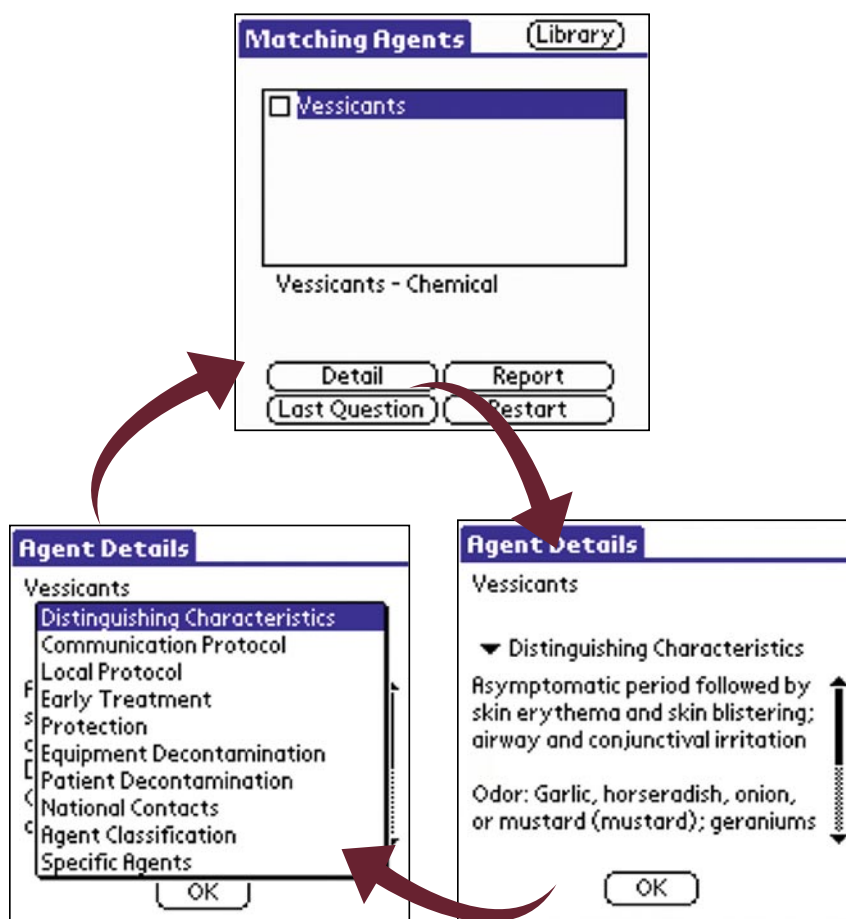Selecting "OK" returns you to the MATCHING AGENTS screen.

Fig. 8 Viewing "Agent Details" from the "Matching Agents" screen

Agent Detail Page	
Buttons	Action
OK	Returns to Matching Agents screen.

Reporting Victim Details

To report victim details check the agent(s) and click the "Report" button.

The EDIT VICTIM REPORT page will display. Input as much victim information as you can. All fields, except "Victim ID", are optional. If "Victim ID" is not entered you will not be able to save the information.

Once you have entered the victim information, click the "Ok" button.

The VICTIM REPORT displays with a Summary of the victim data. The data may be edited upon review, deleted, or permanently saved for upload by clicking "Finish".

On the next Hot Sync victim data will be removed from the PDA and uploaded to the website.

Edit Victim Report Page	
Buttons	Action
OK	Saves the victim data and displays the Agents Report.

Fig. 9 Recording victim data

Fig. 10 Entered victim data can be edited or saved for upload.

Victim Report Page	
Buttons	Action
Edit	Returns to editable format
Finish	Saves the victim data and returns you to the LIBRARIES screen
Delete	Deletes the victim report
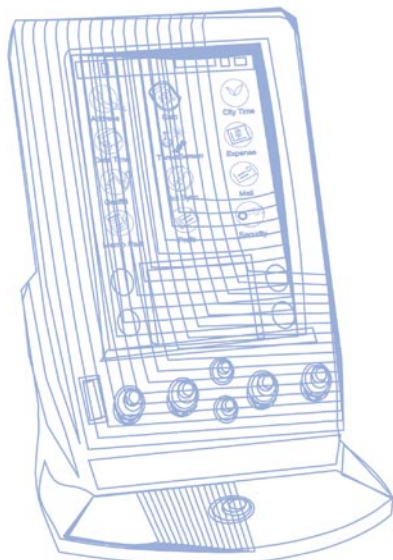
Using the Options Menu

At any time you may click the palm menu button, or click on the heading, to invoke the OPTIONS menu. With the OPTIONS menu you can add new victims and view agent details without screening. You can also view all victim reports inputed since your last hot-sync and your admin can adjust server and password information.

Invoke the options menu at any time by clicking the menu button on the palm or by clicking the heading.

Fig. 11 Viewing the victim list from the Options menu

Viewing Victim Reports

Victim reports may be viewed from the OPTIONS menu. Select "Victim Reports" in the pull down menu.

A list of victim names will display. Highlight a name and click "View" to view report details. The VICTIM REPORT displays. You may edit the data, delete the report, or return to the victim list.

Reports List Page	
Buttons	Action
View	Displays VICTIM RE-PORT page for highlighted victim
Delete	Deletes highlighted victim's data
Edit	Displays the VICTIM RE-PORT in editable format for the highlighted name

*Fig. 12 Viewing victim data from the Victim Reports page*

Reports List Page	
Buttons	Action
Edit	Makes the report fields editable
Finish	Closes the report and returns to the Victim list
Delete	Deletes the victim report

Viewing Agents

Agents can be viewed from the LIBRARIES screen by highlighting a Library and clicking the "Agents" button.

A list of agents can also be viewed by invoking the options menu. Click the menu button on your PDA. Select "Agents in Library" from the drop down menu. The AGENTS IN LIBRARY page will display.
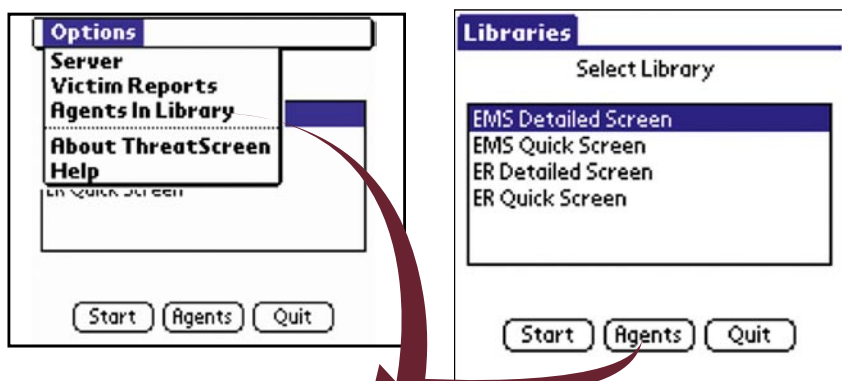
View Library Agent Details

On the AGENTS IN LIBRARY page, highlight any agent and click the "Detail" button to view the agent details. (See "Veiwing Agent Details" p.7)

Agent-Victim Reporting

On the AGENTS IN LIBRARY page, you can check agents and report victims without screening. Checking an agent indicates a match. Multiple agents can be checked. Clicking "Report" displays the EDIT VICTIM REPORT creen. (See "Reporting Victim Details" p.5)

Agents in Library Page	
Buttons	Action
Detail	Highlight any agent and press "Detail" to view agent information
Report	Check one or many agents and click "Report" to create a victim report without screening
Library	Displays the Library Selection Screen
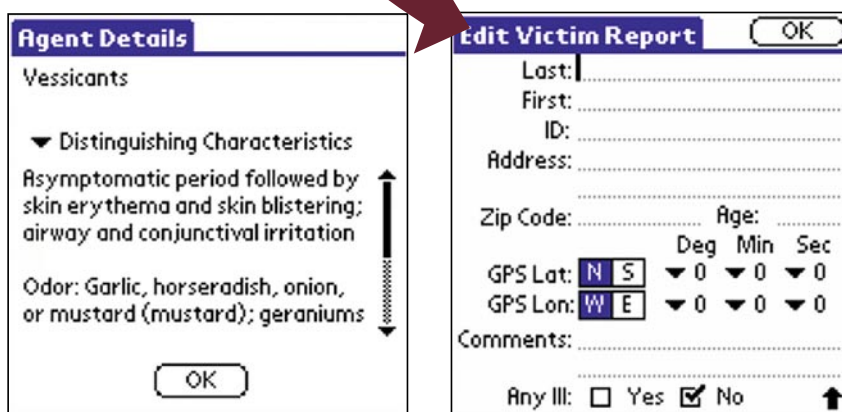
Fig. 13 The AGENTS IN LIBRARY page offers quick access to agent details and victim reporting without screening.

Viewing Help

From the OPTIONS menu select "Help"; the THREATSCREEN HELP will display. It lists contact information for assistance. The page content is configured by your Threat-Screen Administrator.

Fig.14 Use the OPTIONS menu to view help/contact information

Using Enabled Navigation

Enabled navigation is available using the joystick on the Zire71 and the 5-way pad on Tungsten Models, functions are described below:

Fig.15 Navigation on the Tungsten handheld

Palm Screen Pages	Actions Triggered When Using Joystick Navigation					
	Up	Down	Left	Right	Push (Quick)	Push (Long)
Library Select	Move Up In The Library List	Move Down In The Library List	OK	Cancel	—	Exit Application To Launcher
Library Main (Survey Pages)	Move Up Answer List In Table	Move Down Answer List In Table	Previous	Next	Home	Library
Matching Agents	Move Up In List	Move Down In List	Detail	Report	OK	Exit Application To Launcher
Edit Report	Move Up On Page By Changing Fields	Move Down On Page By Changing Fields	—	—	OK	Exit Application To Launcher
Report	Scroll Up (If Scrollers Enabled)	Scroll Down (If Scrollers Enabled)	Edit	Cancel	Send (If Enabled)	Exit Application To Launcher
Agent Detail	Scroll The Field Details Up	Scroll The Field Details Down	Scroll Up	Scroll Down	OK	Same as tapping the popup trigger
Regular Popup Alerts	—	—	—	—	OK	Exit Application To Launcher
No Agents Found	—	—	Change Answer	Change Library	Restart Series	Exit Application To Launcher

Using ThreatScreen on the Web

Getting Started

Getting started with ThreatScreen is easy. First log in to your Internet service provider and then type in the URL for Threat-Screen provided by your organization. The ThreatScreen LOGIN is presented (Fig. 16).

Type your ThreatScreen user name into the "Login" field and your password into the "Password" field and click the "Submit" button or strike the "Enter" key. (You can also click the "Clear" button to clear both fields and start again.)

If either your login ID or password is incorrect, the "Login Incorrect" message is displayed and you must re-enter both your login ID and password. If both are correct, the PROTO-COL MANAGER is presented (Fig.17).
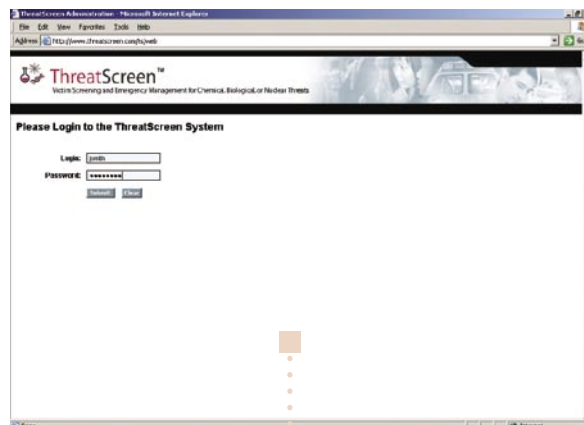
Fig.16 ThreatScreen LOGIN Page
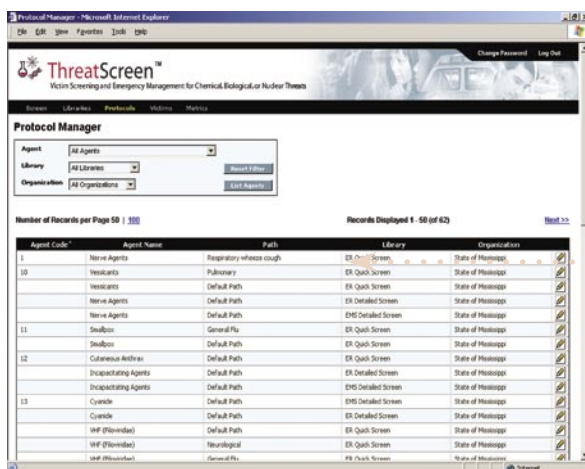
Fig.17 Protocol Manager Page
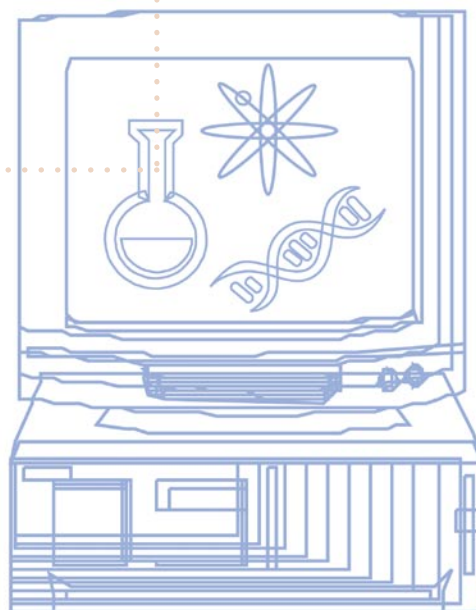
Tip: *If this is your first time signing in to ThreatScreen, you should change your password (see "Changing Your Login Password" p.10)*

Changing Your Login Password

To change your login password, click the "Change Password" link on the upper right-hand side of any ThreatScreen page. The CHANGE YOUR PASSWORD form is displayed.

Fig.18 Change Password form

Passwords must be at least six characters in length. To change your password, type the same value in both the "Password" and "Confirm your Password" entry fields and click the "Save" button.

If the new password does not meet the length requirement, the error message, in Figure 19, "You MUST enter a New Password of at least 6 characters" is displayed. To fix, click the "Ok" button and re-enter new password values of at least six characters in both fields before clicking the "Save" button.

If both values are equal and meet the length requirement, the new password is saved and the Change Your Password form closes.

If the new password values do not match, the error message, in Figure 20, "Your password and its confirmation do not match" is displayed. To fix, click the "Ok" button and re-enter your new password value in both fields before clicking the "Save" button.
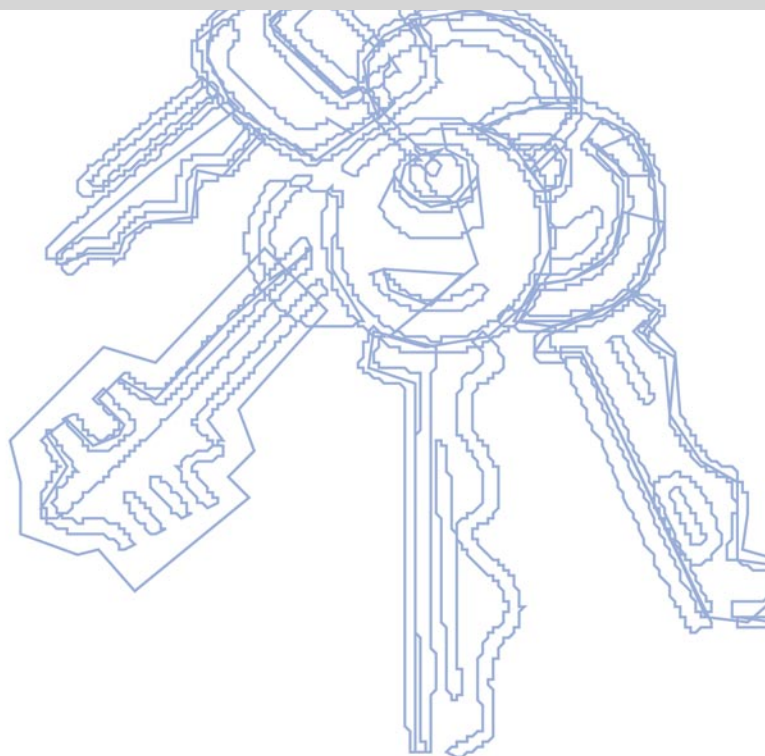
Fig.19 Password Length Invalid Message
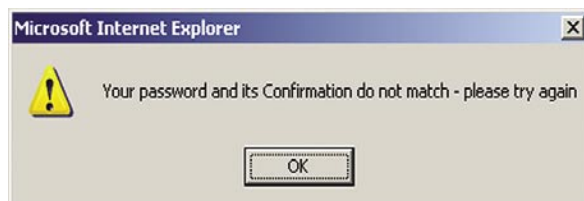
Fig.20 Password Confirmation Mismatch Message

Navigation Tabs

Change Password and System Logout

Table Filter

View additional pages of data

Select the number of records to display in the table per page

The number or records in the system and the number or records currently being displayed onscreen

Green arrow indicates sort order

View/Edit action for row items

Fig.21 Detail of Protocol Page

The Protocol Manager

The PROTOCOL MANAGER displays a list of all WMD agents in the system, in columnar format, showing agent name, agent code, the library in which the agent resides and the organization that owns the library. The listing is alphabetical by Agent Name. This is the list of agents available for screening victims.

Below the PROTOCOL MANAGER label on the upper left is a shaded box showing the filter values applied to the PRO-TOCOL MANAGER page. The fields contain the filter values that determine the agents that appear in the list below the filter.

The values are set to all available agents, libraries and organizations, by default. Clicking the down arrow to the right of any field displays the complete list of values from which you can select if you wish to narrow the list of displayed agents.

To refresh the list to its original state, click the "Reset Filters" button and then the "List Agents" button.

You can sort the list in order on any column by clicking on the column name. The highlighted up or down arrow that appears to the right of the sorted column's name indicates the sort order (ascending or descending). Clicking on the non-highlighted arrow sorts the column in that order.

The icon in the right-most column is for viewing the related agent detail. You must have administrator level permission in order to edit an agent.

Viewing/ Editing Agent Details (Protocols)

You may wish to familiarize yourself with the protocols and symptoms of agents for which you will be screening victims. To view the details of available agents, go to the Protocol Manager (Fig.21) and click the edit icon ([icon]) located at far right, in the row of the agent you wish to view. the AGENT MAINTENANCE

Clicking the edit icon will open the AGENT MAINTENANCE pop-up window. If you have ThreatScreen User permissions the agent details will appear in readonly format (Fig.22). If you are an Organization Admin you may edit "Communication Protocols" and "Local Protocols".

The AGENT MAINTENANCE pop-up displays the details of a given agent including:

- The library to which the agent is assigned (ineditable)
- Agent Name (Prepopulated text field)
- Agent Code (Prepopulated text field)
- Path Name (Prepopulated text field)
- Agent Classification (Chemical or Biological)
- SpecificAgents (Prepopulated text area, chemical agents only)
- Distinguishing Characteristics (Prepopulated text area)
- Communication Protocols (Text Area, configurable by your Organizations Administrators)
- Local Protocols (Text Area, configurable by Organization Administrators)
- Early Treatment (Prepopulated text area)
- Protection (Prepopulated text area)
- Equipment/Clothing Decontamination (Prepopulated text field)
- Patient Decontamination (Prepopulated text area)
- National Contact Numbers (Prepopulated text area)

Clicking "Cancel" closes the AGENT MAINTENACE pop-up.

Organization Administrators also have the options to "Clear Changes" (reverts the text fields to their last saved state) or "Save" (saves changes to the agent).
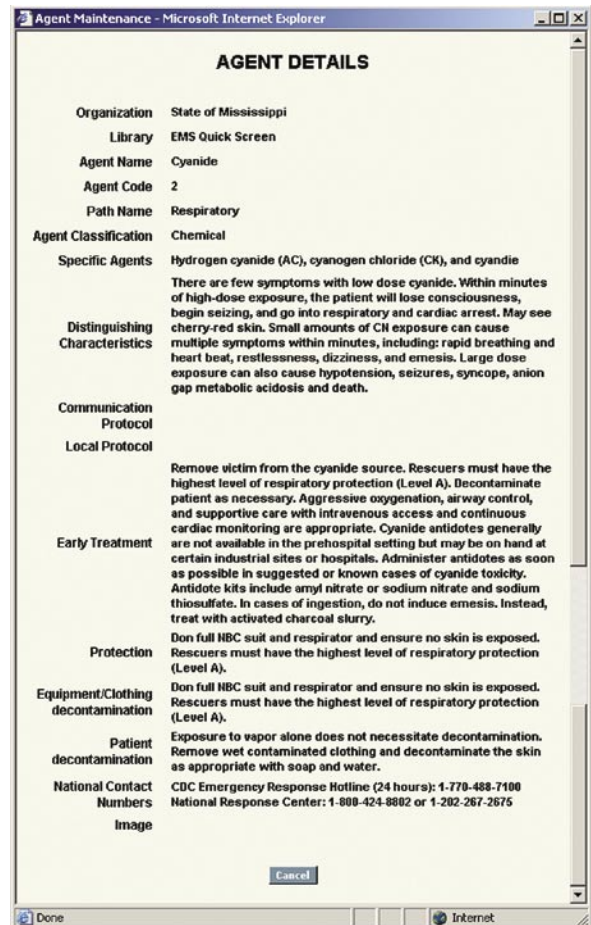

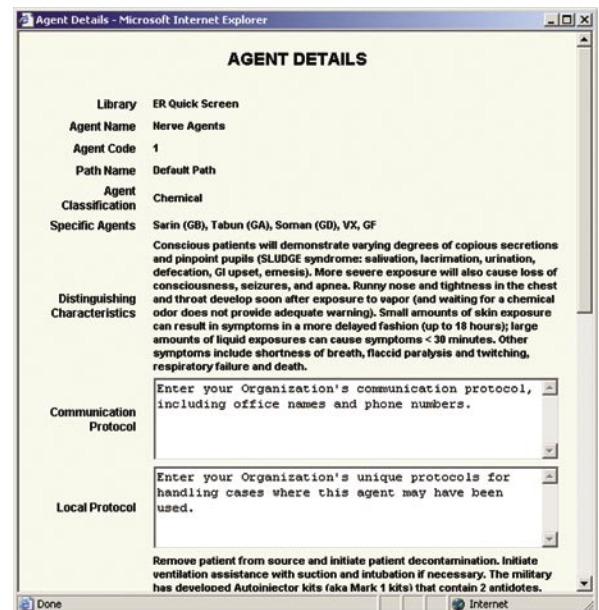Fig.22 Agent details for Cyanide, in readonly mode

Fig.23 Agent details for Cyanide, in edit mode

Fig.24 The Screening Page

Screening Victims

Screening on the web is as fast and easy as on the Palm. To begin screening a new victim, click the "Screening" tab. The SCREENING page will display. The page is bisected into two parts: the VICTIM DATA form and the SCREENING pane.

Enter the victim data in the VICTIM DATA form. A victim ID is required to begin screening, other victim data is optional. The screening libraries will not appear until victim data is entered and saved (see Entering Victim Data, below).

Once victim data is saved the "Select the library" box will appear. Click on a library name to select it. The dynamic questionnaire will automatically load.

To administer a screening, click the appropriate answer to the question asked of the victim. The selected answer causes the next question to be presented. When all questions are answered, ThreatScreen determines if the answers provided meet the requirements for any agents in the library.

Fig.25 The Victim Data Form

Entering Victim Data

Victim data is entered before screening. To enter a new victim, click the "Screening" tab.The VICTIM DATA form is shown in Figure 25. Note that "Victim ID" is the only required field. Most of the other entry fields are fairly standard; only the fields that warrant some explanation are addressed in this section.

Last Screen Time is system-provided and shows the date and time of the most recent screening.

The **Clear Changes** button clears all user entries and selections prior to saving them.

The **Cancel button** is only used when updating victim data

The Screening pane is activated once victim data is saved.

A Library is selected and questions begin.

The dynamic questionnaire adjusts to your answers. A victim is matched to Cyanide.

Agent details are displayed when "View Agents" button is clicked. The details of Cyanide are presented in this example.

Fig.26 The screening process from library selection to agent match.

If no matching agents are identified, ThreatScreen displays the message, "There are no agents that meet your criteria" following the final question. If matching agents are identified, a button labeled "Done, View Agents" appears following the final question. Clicking the button displays the list of matching agents.

You can view the details of any of the matching agents by clicking a the Agent Name then clicking the "View Agents" button. Figure 26 shows the screening process from library selection to agent match.

Tip: At any time you may click the "Reset Library" button to select another library.

Tip: You may change your answers at any time by selecting a new answer. The questionnaire will automatically re-optimize based upon your new answer.

Saving Victims to the Data Base

When you have completed screening, you must click the "Save Victim" button at the bottom of the screening pane, below the agent match box. The victim and their screening results are saved. The VICTIM MANAGEMENT page will load.

The "Victims" tab.

The list can be filtered by victim, library, agent, or time screened.

Data can be sorted by column.

View Response Report

View and update victim information

Delete victim from the system

Fig.27 The Victim Manager Tab

Working with Victim Data

The VICTIM MANAGER displays a list of all victims in your organization. The VICTIM MANAGER page is presented upon saving a victim following screening or by clicking the "Victims" tab.

The VICTIM MANAGER page is displayed in columnar format, showing Agent Name, Victim number, Victim name (Last, First), Date Screened, Screener, and Library.

You can sort the list in order on any other column by clicking on the column name. The highlighted up or down arrow that appears to the right of the sorted column's name indicates the sort order (ascending or descending). Clicking on the non-highlighted arrow sorts the column in that order.

Each victim will appear in a row for each agent. The multiple listing allows you to see all the agents the victim has been screened against for comparison. You may view one victim, or one agent, at a time using the filters.

Tip: *A victim appears as a row item for each agent. The multiple listing displays all agents a victim has been screened against. Any action taken on a victim in a row affects that victim for all rows in which it appears. To limit the number of rows listed, use victim or agent filtering.*

Even though the victim is repeated multiple times, the action buttons perform the same action for all instances of that victim. For example, changing the spelling of a victims name in one row will update for all rows listing that victim.

The three icons in the right-most column allow you to edit victim data, delete a victim from the database, and view the victims disqualification report.

Victim Manager Filter

Below the "Victim Manager" label on the upper left is a shaded box showing the filter values applied to the VICTIM MANAGER page (Fig. 28). The fields contain the filter values that determine the victims that appear in the list below the filter. The default values are set to all available victims, libraries and agents; and the from and to dates are set for the last eight days.

Clicking the down arrow to the right of any field displays the complete list of values from which you can select if you wish to narrow the list of displayed agents.

To refresh the list to its original state, click the "Reset Filters" button and then the "List Victims" button.

Editing Existing Victim Data

To edit information about an existing victim, click the edit icon in the right-most column of the page. The VICTIM MAINTENANCE form is displays in a pop-up window (Fig.28). This form is similar to the original VICTIM DATA pane on the "Screening" Tab.

Deleting a Victim

To delete a existing victim, click the delete icon in the right-most column of the page. A confirmation of deletion request is presented, as shown in Figure 29.

To delete the victim and all related information, click the "Confirm Deletion" button. To cancel the deletion request, click the "Cancel Delete" button. Both actions refresh the VICTIM MANAGER page, using the default filter values.

Fig.28 Victim data can be updated in the VICTIM MAINTENANCE pop-up by clicking the edit icon.

Fig.29 "Delete Victim" confirmation window.

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Victim details. Victim information cannot be edited here, but changes to VICTIM MAINTENANCE page are reflected here.

"Victim Responses" area shows the screening questions, victim's answers to the questions, and the agents for which the victim was disqualified based on this answer.

Fig.30 The Response Report

By clicking the "Change Status" button in the right-most column, you can change the "Selected" column value to either the "True" or "False" setting.

Viewing Response Reports for a Victim

Clicking the Response Report icon (R) displays the VICTIM DETAILS REPORT shown in Figure 30. This report has three sections: "Victim Data", 'Victim Responses" and 'Qualified Agents'.

The "Victim Data" section shows the basic victim data information gathered on the VICTIM DATA form, including screening dates and times and the screener's name.

The "Victim Responses" section shows the screening questions, victim's answers to the questions and the

agents for which the victim was disqualified based on this answer.

The qualified agents section contains one row for each of the agents for which the victim is qualified based on the latest screening. The entry in the column labeled "Selected" shows whether the victim is preferred for participation in the corresponding agent (True) or not preferred (False). By clicking the "Change Status" button in the right-most column, you can change the "Selected" column value to either the "True" or "False" setting.

3

ThreatScreen Installation

> ### *Installation Overview*
> *There are three steps to the Threat Screen installation:*
>
> 1. *Run the install application for your desktop*
> 2. *Hot Sync to install on your handheld device*
> 3. *Hot Sync again to update the agents and libraries.*
>
> *Note: ThreatScreen requires Microsoft's DotNet framework to operate. If your system does not have DotNet the ThreatScreen Installation will install it as well.*

Installing ThreatScreen on Your Desktop

The ThreatScreen application can be downloaded from the Threat-Screen website or installed from a CD.

To Download
1   Login to the ThreatScreen link provided by your organization.

2   Click on the "Set up" tab.

3   The SET UP page will load, with two links.

4   Right click on the install link. If you have a high speed connection download the .exe file, if you have a slower connection download the .zip file.

5   Save the file to your harddrive.

To Install
1   Double click the .exe file. (If you downloaded the .zip file you will have to extract it first. Double click to extract.).

2   The installation screen will load, click "Next"

3   The Terms and conditions screen will load, select "I accept" and then click "Next"

4   The ThreatScreen User Information page will load. Enter the User ID and Password you have been provide and click "Next".
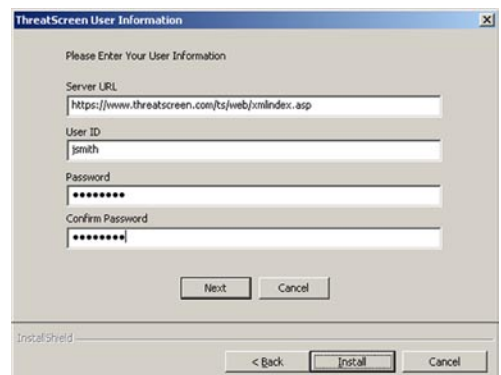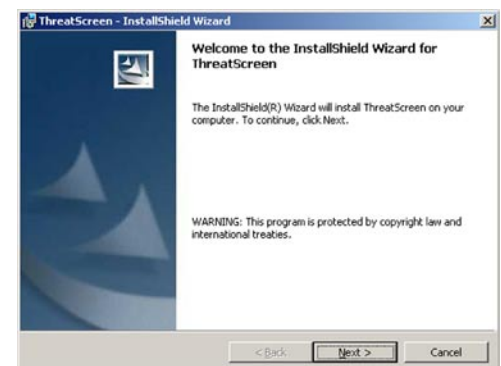

Fig.31 The ThreatScreen installation Screens, steps 2-4

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5 The Ready to install page will load. Click "Next". The application will install.

6 When the Finish Dialog is displayed, click "Finish'. ThreatScreen has been installed on your desktop.

Installing Threat Screen on Your Handheld

1 Place your handheld in its cradle.

2 Right click on the "Hot Sync Manager" icon in the systems tray. Exit Hot Sync.

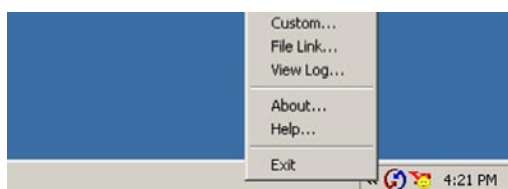**3** Go to start menu select "Palm Desktop/ HotSync Manager". Hot Sync will restart.

Fig.33 Desktop systems tray

4 Press the "HotSync" button on your handheld.

5 Wait for the system to synchronize. The system will install the program on the handheld, but will not yet install the screening files.

6 Click "Ok" when you have finished sychronizing.

7 Press the HotSync button again.

8 Wait for the system to synchronize. It may take over a minute to sychronize this time.

9 Click "Ok" when you have finished sychronizing. ThreatScreen and your libraries have been loaded on your handheld.

Fig.32 The ThreatScreen installation Screens, steps 5-6